



Bharat Heavy Electricals Ltd.
Finance & Accounts Deptt, (Administration Section)
1st Floor Adm. Building, Piplani, Raisen Road Bhopal 462022
Tel No 0755- 2503021/5453

Enquiry No.: FIN/ADMN/0025

Dated: 28.05.2018

To, (Name of contractors)

Sub: -Request for quotation of Works Contract for Miscellaneous Work in Single Part Price Bid.

Sir,

Quotations in single part bid are invited for 10 No. Office Assistants (4 Skilled & 6 Semi-Skilled) for one year in Finance & accounts Department. As per the scope, nature, terms and conditions mentioned below. The offer should be furnished in the format mentioned in Annexure-B for Price Bid.

Description of Work

- Receipt of daily incoming files/papers & Maintaining relevant registers.
- Acknowledge & forwarding of file through online Tracking system.
- Handing over files to various deptt. / Section Officer etc.
- Collection of files after clearance by section officers and dispatches entry thereof.
- Movement, Storage, retrieval of files, dak, filing of paper with the section
- Disposal of old records and house keeping
- Attending to Visitors / Attending Phone Call
- Preparation of PO files and attach summary sheet.
- Filing of PO amendments.
- Collection of LR's from banks and handing over to CRX.
- Distribution of objection bills / dak to various departments.
- Systematic record keeping by proper vaulting in records.
- Going to bank in relation to the section requirements.
- Compilation of monthly MIR data and transforming it to formats compatible with corporate Punching of 419 A/c into oracle system and linking with the PIS entries and making necessary changes in cheque nos. or 419 a/c entries for reconciliation.
- Punching of monthly manual Sales JV & declaration forms in the system.
- Maintaining supporting records for various sales categories as required during assessment.
- Maintaining data related to collection of declaration forms
- Forwarding of generated invoice to concerned commercial group.
- Receiving and depositing Cheques & generation of PIS.

The above work is not an exhaustive list of the task envisaged under the contract. In addition to the above task, the semi-skilled worker has to execute any other related task as may be assigned by the Section Incharge.

28/05/2018
(3115/18)

